

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
CHILDREN'S SYSTEM OF CARE  
CHILD WELFARE DIVISION**

**TRANSFER OPPORTUNITY**



**Intermediate Typist Clerk**

The Child Welfare Division is seeking a highly-motivated and organized team player to fill the full-time position of Intermediate Typist Clerk (ITC) for the Quality Services Review (QSR) Team.

**Essential Job Functions:**

- Track attendance of providers at Grand Rounds, Sum-Up Sessions, and Story Sharing on shared drive.
- Send out email invitations to providers for Grand Rounds and Sum-Up sessions.
- Help make calls for staff preparing review itineraries.
- Develop a relationship with Department of Children and Family Services (DCFS) Quality Improvement (QI) support staff and be the main contact for mass mailings.
- Attend Grand Rounds and set up initial appointments for mental health debriefings with providers in attendance.
- Collect all QI/QSR forms to keep staff current.
- Run IBHIS reports to expand mental health history necessary to supplement review files.
- Perform general office duties, such as answering and routing telephone calls, responding to inquiries, obtaining room and car reservations, photocopying, document scanning, etc.
- Work on special assignments and reports under direction of supervisor.

**DESIRABLE QUALIFICATIONS:**

- Excellent communication and organizational skills;
- Ability to work independently and as a team;
- Proficient in Microsoft Word, Excel, and Outlook, as well as IBHIS;
- Able to travel to various County locations.

Interested individuals currently holding the title of ITC are encouraged to email or fax a cover letter, resume, last two (2) performance evaluations, and 2 years of the master time history by **5:00 PM on Wednesday, April 15<sup>th</sup>, 2015** to:

**Jean Watkins, Psy.D.**

**Fax: (213) 252-0239**

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